



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue, Marysville, WA 98270
(360) 363-8100, (360) 651-5099 FAX

Instructions for Utility Variance

The City Engineer and/or the City Hearing Examiner are authorized to issue variances in cases of special hardships, unique circumstances and practical difficulties. The variance application is used when the code requirements appear to be unreasonable or impractical and the customer wishes to present supporting evidence to the City Engineer or plead the case in front of the City Hearing Examiner. No variance shall be granted which would be detrimental to the public health, welfare or environment, or which would be inconsistent with the long-range plans of the Marysville utility system. **All four criteria of Section 14.32.060(4) must be met.**

The utility variance process takes approximately 6 weeks from the time of receipt of a complete application to the time a decision is issued by the City Engineer or Hearing Examiner.

Application procedure:

- ☐ The application fee is \$200.00, which is non-refundable.
- ☐ Submit the application form with an explanation addressing each of the four criteria outlined in Section 14.32.060(4) of the Utility Code. **Each of the four items must be addressed.**
- ☐ Submit any other applicable documentation, including maps, letters from adjacent water purveyors, bacteriological water sample test results, Department of Health letter on status of failing septic system, etc.
- ☐ The application is then reviewed by staff for consistency with the variance criteria outlined in Section 14.32.060(4) of the Utility Code and a recommendation of approval or denial will be forwarded to the City Engineer or Hearing Examiner.
- ☐ IF APPROVED, the applicant will receive a letter from the City Engineer or a copy of the Hearing Examiner's decision within 2 weeks of the decision. The utility variance is valid for one year, or two years for plats and short plats. If the variance expires, the applicant must repeat this procedure and pay the \$200.00 fee again. However, if the applicant requests an extension in writing prior to the expiration, explaining why an extension is necessary, the \$200.00 fee will be waived.
- ☐ IF DENIED, the applicant will receive a copy of the City Engineer/Hearing Examiner's decision denying the request within 2 weeks of the decision.